HR
WSD Personnel

SAP Business Intelligence Reporting

Elements of a BI Report

Washington State HRMS Business Intelligence (BI)
Self-Paced Learning Materials

General Topics – BI End Users/Power Users

Section 7

Elements of a BI Report - Overview

The *Elements of a BI Report* section provides an overview to the BI Custom Reports structure and overall report functionality.

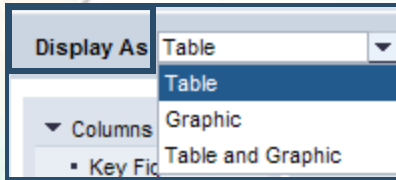Topics covered in this section include:

1. BI Report Name

2. BI Report Toolbar

3. BI Navigation Block

4. BI Report Results

2. BI Report Toolbar

The Toolbar provides additional report options. Below is a summary of toolbar functionality:

 Display as allows the user to determine how the report is displayed.

 Displays information about the report. Such as selection criteria, when it was generated, and who the user was.

 Send allows the user to send the report through the BEx Broadcaster.

 Print Version allows the user to set the print parameters.

 Export to Excel allows the user to export the report to Microsoft Excel.

3. BI Navigation Block

The **BI Navigation Block** allows the user to modify the layout and results of the query. The navigation block displays characteristics and structures of the query. The user may change the navigation status and add/remove characteristics and key figures within a row or column. The user may also filter according to a single value or remove filters using this tool.

Characteristics and Key Figures are added and removed report results with the Drag&Drop method.

4. BI Report Results

Report results are displayed using rows and columns. Usually report Characteristics are displayed in the rows of the report and Key Figures are displayed in the columns of the report.

In the sample below, the Characteristics displayed in the rows of the report include Organization Unit, Ethnic Origin and Gender. The Key Figures displayed in the columns of the report include Full Time Classified, # of Employees, etc.

Characteristics:
Descriptive fields that provide context for the key figures in BI reports – these are typically **rows**.

Key Figures:
Numeric fields that are the object of analysis in BI reports, such as number of employees, number of positions, annual salary, etc – these are typically **columns**

0110	House of Representatives	Female	240	49,878	1	41,796	241	49,845
		Male	179	48,833			179	48,833
		Result	419	49,432	1	41,796	420	49,414
0120	Senate	Female	206	46,462	1	11,346	207	46,292
		Male	175	47,553			175	47,553
		Result	381	46,963	1	11,346	382	46,870
0130	Joint Transportation Comm	Male	1	94,308	2	59,707	3	71,240
		Result	1	94,308	2	59,707	3	71,240
0140	Joint Leg Audit/Rev Comm	Female	15	74,194	3	46,104	18	69,513
		Male	5	100,123	1	53,813	6	92,404
		Result	20	80,676	4	48,032	24	75,236
0200	L.E.A.P Committee	Female	5	93,502			5	93,502
		Male	5	85,174			5	85,174
		Result	10	89,338			10	89,338